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INTELLIGENCE INFORMATION HANDLING COMMITTEE

of the

STATES INTELLIGENCE BOARD

DCI/IC 73-0788
25 July 1973

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MEMORANDUM FOR:

SUBJECT : IHC & IHC/SS

1. Per your request Attachment A is a description of the organization and responsibilities of the Intelligence Information Handling Committee and the IHC/SS. Attachment B contains a copy of the old IHC DCID 1/4, dated 4 April 1968 and the related DCID 1/15, dated 14 October 1969. Attachment C contains the new IHC DCIDs 1/4 and 1/15, undated and not issued. Attachment D is a memorandum for the D/DCI/IC with attachments which pertain to the organization, structure and accomplishments of the IHC. Attachment E is a copy of the current staff responsibilities of the IHC. Attachment F is the current job description of the Executive Secretary/Chief, IHC/SS. Attachment G is a job description of the CIA member of the IHC/SS. Attachment H is a job description of the DIA member of the IHC/SS. Attachment I is a job description of the State Department member of the IHC/SS. Attachment J contains job descriptions for the IHC/SS clerical staff.

2. The approved level of personnel for the Support Staff is as follows:

Chief, IHC/SS & Executive Secretary	CIA
Staff Assistant	CIA
Staff Assistant(s)	(2) DIA
Staff Assistant(s)	(2) NSA
Staff Assistant	State
Professionals	Total 7 ea.
Secretarial	Total 3 ea.
	Grand Total 10 ea.

Since September 1972 the Staff has been comprised of four (4) professionals and three (3) secretaries. Recently this has been reduced to the present level of three (3) professionals and two (2) secretaries.

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3. A new plan for the reorganization of the IHC was prepared and disseminated to IHC members on 12 January 1973 (Attachment K). This reorganization plan was discussed at the January 1973 IHC meeting and subsequently with all of the IHC members individually. The concept was agreed to in principal but was not implemented as a result of the DCI directed effort to reorganize the whole USIB committee structure, which is still pending, as well as delineating the functions of the IC Staff.

4. Some of the items we are working on in conjunction with PRG personnel and CIA Commo personnel is in line with the reorganization plan (Attachment K) but is being handled in an ad hoc manner. I am referring specifically to the following Current Intelligence efforts: (a) secure voice conferencing; (b) secure TV systems (RCA-VIDEOVOICE); and (c) text editing systems. We are following the concept set forth for the Guidance and Evaluation Subcommittee, the Systems Subcommittee, and the Teleprocessing/Telecommunications Subcommittee, to establish the need or requirement and to verify concept feasibility.

5. Recently, I have been informed by [] that Mr. Colby has indicated he wants the IHC terminated and the functions absorbed by the IC Staff. In line with this decision, I also have been told by [] that General Graham wishes to incorporate the members of the current IHC/SS into the PRG organization.

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6. I agree, that the functions of the IHC can more efficiently be handled as a staff function on the IC Staff. Therefore, I propose that the following actions be taken:

a. The subject of termination of the IHC be scheduled on the USIB Agenda.

b. The personnel and functions of the current IHC Support Staff be transferred to the IC Staff. The staff to be named as the Intelligence Processing Group. The group to consist of current IHC/SS personnel (1-CIA [Chief], 1-NSA, 1-DIA, 2-CIA [Secretaries]) and be augmented with one member from State, one other member from CIA, and if possible three military personnel representing Army, Navy and Air Force.

7. The mission of the Intelligence Processing Group under the general guidance of the D/DCI/IC, will be to advise and assist the DCI in the discharge of his duties and responsibilities with respect to intelligence information handling matters; to facilitate the timely and coordinated handling and exploitation of intelligence and intelligence information within the intelligence community; to effect the continuing improvement, integration and

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effective use of community information handling resources; to exercise D/DCI/IC review authority for community wide information handling systems (e.g., COINS, IDHS, etc.), processing centers, current intelligence systems and related collection systems to include related telecommunications and teleprocessing systems; and to include the responsibility to issue community ADP guidelines and standards.

8. The Intelligence Processing Group will be responsible for long range planning and resource programming guidance functions in the information handling discipline. The functions performed by the USIB Telecommunications Working Group will be absorbed by the Intelligence Processing Group. The functions of the Intelligence Processing Group will be:

a. To recommend to the D/DCI/IC and coordinate implementation of policies, directives and programming guidance with respect to the establishment and maintenance of community processing activities.

b. To keep the D/DCI/IC appropriately advised concerning implementation of approved policies, guidance and standards.

c. To develop guidance for and to assist the intelligence community in the introduction of improved methods and facilities for information handling in consideration of efficiency, effectiveness and costs.

d. To ensure, through coordination with the Security Committee of USIB that the security aspects of information handling systems are given appropriate consideration.

e. To identify community teleprocessing and telecommunications requirements and coordinate the development of teleprocessing capabilities.

f. To identify user, analyst and decision maker, requirements which may be better serviced with improved information handling techniques.

g. To identify community research and development needs and to promote interagency exchange of information and cooperation in research and development related to information processing particularly in those areas which involve the intelligence community as a whole.

h. To monitor information science research in scientific, academic and industrial communities to insure that optimum use of this research is directed to the intelligence community information processing problem.

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i. To promote the establishment of education and training programs in information science.

j. To exercise D/DCI/IC review authority concerning acquisition, deployment and funding of community wide information handling networks.

k. To promote and coordinate:

(1) The development of community information handling capabilities which will provide on a timely basis, as required, relevant multi-source information in response to authorized queries; and

(2) The assignment of responsibility for the establishment and maintenance of certain primary and comprehensive subject matter files by specified USIB agencies as a service of common concern.

l. To provide assistance and encourage the development of standardized procedures for information handling to include the development of compatibility of files for automated storage and retrieval systems.

m. To coordinate the formulation of and promulgate in appropriate manuals Federal Program Standards, as necessary, for data elements, data codes and related features to be used in the exchange of intelligence and intelligence information; to determine and publish implementation schedules for approved standards; and to serve as liaison with non-community organizations as appropriate concerning data element and code standards.

9. To support some of the goals in the Community Planning Guidance 1975-1980 we must not merely develop ADP systems to flood users with data (reports) but to collate and correlate data in order to improve the use of the data by the decision makers/users. This is especially true during times of crisis or raised tensions. This encompasses the refinement of and synthesizing multi-source intelligence data for improved intelligence reports.

10. The fragmented ADP efforts in the intelligence community must be harnessed as a team to deliver the intelligence wagon product. This encompasses a systems approach to the problem which includes the following separate but correlateable systems:

State and CIA systems to name a few. The

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network must be developed to differentiate between basic and raw intelligence for use by intelligence analysts and operations people. The technical compatibility of hardware and software standardization must be resolved in order to permit rapid access to basic intelligence files in a distributed data base network.

11. All of the primary intelligence problems (i.e., Warning, Current Intelligence, Basic Intelligence, Estimates and Net Assessments, Arms Control Intelligence, International Trade & Finance, Narcotics, etc.) impact upon the above and Information Handling in general.

25X1 12. According to figures in the CIRIS data base, current intelligence systems, intelligence information exchange systems and processing centers reflect an annual funding level of approximately [redacted] people. This funding level does not include automatic data processing that is a part of a collection system, as defined in CIRIS, nor does it include processing associated with TACTICAL intelligence systems. Including estimated costs for these areas plus some additional current intelligence funding will probably push the funding level up to [redacted] dollars.

25X1 13. Therefore, intelligence community funding for ADP is significant and indicates that a continuous DCI financial management review is required in order to insure that expenditures are used in the best interests of the parent organization and/or community. At present neither the IC Staff nor the IHC/IHC Support Staff perform this financial management review.

14. The Intelligence Processing Group as an integral part of the IC Staff should be assigned the responsibility to perform a comprehensive functional review of these areas. The purpose is the normal management review of programs and/or overlap or duplication as well as to improve operational efficiency.

15. The areas and functions discussed above, in my estimation encompass the IC Staff PEG, PRG, CCG and USIB committees responsibilities. These areas can be supported by the Intelligence Processing Group as appropriate. Therefore, I recommend early adoption of the actions I have outlined.

Atts (A-K)

[redacted]
Chief, IHC/SS

cc: General Allen w/o atts.

[redacted] atts.
[redacted] w/o atts.
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of the
UNITED STATES INTELLIGENCE BOARD

20 July 1973

MEMORANDUM FOR THE RECORD

SUBJECT: Organization and Responsibilities of the
Intelligence Information Handling Committee
(IHC) and the IHC Support Staff

1. The Intelligence Information Handling Committee of USIB is responsible for facilitating the timely and coordinated handling of intelligence and intelligence information within the intelligence community and promoting the continuous improvement, integration and effective use of community information handling resources. The IHC meets regularly on a monthly basis and on special occasions as required. The Committee is composed of representatives of CIA, State, DIA, NSA, Treasury, AEC, FBI, Army, Navy and Air Force. The Chairman is a member of the D/DCI/IC Staff. The IHC is supported by a full time Support Staff which is headed by a CIA representative with other personnel detailed from CIA, State, DIA and NSA.

2. The Committee submits an annual report to USIB on its activities and for the purpose of reporting on community information handling activities. In addition to the normal dissemination a copy is sent to the President's Foreign Intelligence Advisory Board and to Dr. Kissinger, Presidential Assistant for National Security Affairs.

3. An inventory of intelligence information handling systems is published annually. The IHC has recently initiated studies of intelligence data exchange in the Washington area and indications and warning and related telecommunication needs. The IHC has sponsored the development of a Community On-Line Intelligence System (COINS) experiment (teleprocessing/computer terminal information exchange network). The IHC has sponsored the development and implementation of an Information Science Center for the community with a curriculum on information science applications to intelligence.

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4. Under the terms of DCID 1/4, 4 April 1968, the Intelligence Information Handling Committee (IHC) was established. On 9 May 1968 the United States Intelligence Board further approved the organization of the IHC. The functions of the IHC are therefore set forth in DCID 1/4. The organization of the IHC and the duties of the IHC Support Staff and its three standing subcommittees, set forth in USIB-D-71.3/2, 9 May 1968, are paraphrased in the following paragraphs.

5. The IHC is authorized a Support Staff furnished by designated member agencies. Personnel allocations are established as follows: Department of State--one professional; CIA, DIA and NSA--two professionals each. CIA provides the necessary clerical, administrative, and logistical support to the Support Staff. (The clerical component consists of a Secretary GS-7, Secretary GS-6 and Clerk Typist GS-5). (The on-board professional strength at the present time is one CIA, one DIA and one NSA professional and two secretaries.) The Support Staff is organized under the direction of an Executive Secretary who is responsible to the Chairman for the functioning of the Staff and for conducting Committee business with the assistance of the Staff. The resources of the Support Staff are used on any problem area or project in which the Committee is interested. The Staff also concerns itself with plans, policies, programs, and the study of resource and budget requirements.

6. The Chairmen and Executive Secretaries of all subcommittees, with the exception of Research and Development are selected from the IHC Support Staff. The following subcommittees were established by the Intelligence Information Handling Committee in the fall of 1968:

a. Subcommittee on Education Training (E&TS).

This Subcommittee is responsible for determining present and future intelligence community requirements for education and training in information sciences and intelligence information handling, and for making recommendations for the satisfaction of these requirements. The Subcommittee keeps the community informed of all sources of education and training in this field, both within and outside of the government. The Subcommittee is also responsible for providing guidance and assistance to the Information Science Center (ISC) in course development, planning and conducting symposiums, and obtaining narrative and statistical data on the kinds of training received by intelligence community personnel.

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b. Subcommittee on System Design and Development (SD&DS)

This Subcommittee assists the Committee in carrying out its responsibilities in the general area of system design and development. The Subcommittee engages in the development of system requirements, conceptual design, compatibility of design and specifications, and subsequent recommendations for agency assignment of systems implementation. Systems of principal concern are those which automate document processing and information storage and retrieval for the intelligence community. The SD&DS is kept informed of information system design efforts in the community which may have community-wide implications for the future. The Subcommittee also assists the Committee in carrying out its responsibilities for developing community standards. It assists as necessary in the development of an ADP system to support NIC; the development of a program for a follow-on COINS-type system; the study of bibliographic control of foreign publications; the establishment of ad hoc panels to provide guidance for tasks assigned to the IHC under the Intelligence Guidance for COMINT Programming (IGCP); the planning of Symposiums on subjects of concern to the community; and similar tasks.

c. Subcommittee on Research and Development (R&DS)

This subcommittee is responsible for identifying community needs to R&D in information handling; for recommending an R&D program to meet community needs in information handling; for recommending a specific agency assignment of community R&D activities; for monitoring the information science activities experimental research activities in the community agencies; and for keeping the intelligence community informed on scientific and technical level in information sciences.

7. The IHC has also established working groups to make the following studies: (a) requirements for communications facilities in the mid to late 1970's; (b) a specific communication network to serve current needs of the intelligence community; and (c) computer processing of teletype materials for dissemination, storage, indexing, and searching. Support for such working groups is also provided by the IHC Support Staff.

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DCID No. 1/4

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(New Series)

Attachment B to
DCI/IC 73-0788

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/4¹

INTELLIGENCE INFORMATION HANDLING COMMITTEE²

(Effective 4 April 1968)

Pursuant to provisions of NSCID No. 1, and to facilitate intelligence information handling within the community, a standing committee of the United States Intelligence Board on information handling is hereby established.

The United States Intelligence Board's Committee on Documentation (CODIB), established 21 April 1958, is hereby terminated.

1. Composition and Organization

(a) The committee will be known as the Intelligence Information Handling Committee. It will consist of a chairman designated by the Director of Central Intelligence in consultation with USIB and of designated representatives of the departments and agencies represented on the USIB.

(b) The committee will be supported by subcommittees as approved by USIB. Membership on subcommittees need not be limited to member agencies of the committee but may be extended by association under the provisions of NSCID No. 1, paragraph 2, footnote.

2. Mission

The mission of the committee, under the general guidance of the DCI and the USIB, is to promote and coordinate within the intelligence community the accomplishment of USIB objectives for information handling and to assist the DCI in the continuous improvement and integration of the USIB member agency intelligence information handling systems.

3. Functions

The functions of the committee are:

(a) To formulate and recommend to USIB objectives, policies, plans and programs relating to the establishment of a USIB community information handling system.

(b) To monitor and coordinate implementation of plans and programs approved by USIB.

¹ Supersedes DCID No. 1/4, effective 23 April 1965.

² Information handling, for the purpose of this Directive, includes the functions of receipt of information from collection sources, dissemination, transformation, indexing or categorization, storage retrieval and presentation.

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(c) To assist the intelligence community in the introduction of improved methods and facilities for information handling.

(d) To develop and promulgate within the intelligence community rules, procedures and formats for the exchange of information between agencies.

(e) To monitor efforts in the scientific, academic and industrial communities in information science in order to ensure that optimum use of this research is directed to the intelligence community information processing problem.

(f) To promote the establishment of education and training programs in information science.

(g) To identify community R&D needs and to promote interagency exchange of information and cooperation in research and development on information processing, particularly in those areas which involve the intelligence community as a whole.

(h) To promote and coordinate the development of community information handling capabilities which will provide on a timely basis as required relevant multi-source information in response to authorized queries.

(i) To provide assistance and encourage the development of standardized procedures for information handling to include the development of compatibility of files for ADP storage and retrieval systems.

(j) To promote arrangements between agencies designed to eliminate unwarranted duplication of files and processing.

(k) To ensure that the security aspects of new information handling systems under development are given appropriate consideration.

(l) To assist as necessary in the development of an automated information handling system for the National Indications Center.

(m) To monitor for the DCI and USIB the intelligence information handling requirements of Emergency War Plans.

(n) To formulate and recommend policies and procedures relating to the procurement, indexing, flow, storage, exchange, and release of intelligence documents.

4. The committee and subcommittees will reach decisions by agreement. When a chairman determines that a given position represents the consensus of the committee or subcommittee, the matter will be considered agreed unless a dissenting member requests its reference to a higher level. In such an instance, the chairman will refer the matter, with the dissenting opinion or opinions, to the higher level.

5. The committee shall meet upon the call of the chairman or at the request of any of its members. Items may be placed upon the agenda of the committee by the Board, by the chairman, or by any member of the committee.

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6. The committee will have a full-time support staff to be provided by the Department of State, the Central Intelligence Agency, the Defense Intelligence Agency and the National Security Agency.

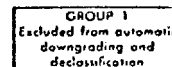
7. The committee shall share with other USIB committees responsibility for the coordination of areas of joint or overlapping concern.

RICHARD HELMS

Director of Central Intelligence

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Attachment 16
DCI/IC 73-0788

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/15

DATA ELEMENT AND CODE STANDARDIZATION FOR INTELLIGENCE AND INTELLIGENCE INFORMATION

(Effective 14 October 1969)

Pursuant to the provisions of NSCID No. 1 (New Series, Revised 4 March 1964), paragraph 3.b. (2), a policy promoting data elements and code standards for intelligence and intelligence information is hereby established.

Definitions

1. This Directive specifically applies to, but is not necessarily limited to, National Intelligence and Interdepartmental Intelligence as defined in NSCID No. 1, paragraphs 4.a. and 4.c. respectively.

2. The definitions of data element, data code, general and program standards are:¹

a. A data element is a grouping of informational units which has a unique meaning based on a natural or assigned relationship and sub-categories (data items) of distinct units or values. For example, "month" is a data element whose data items are "January", "February", "March", etc.

b. A data code is a number, letter, symbol or any combination thereof used to represent a data element or a data item.

c. Federal *program* standards are "for use in particular related programs concerning more than one agency. Examples are data elements and codes usually limited to use in . . . unique systems. In these cases, the same source data often are used by several agencies, and aggregation and exchange of information on a program basis are the rule."

d. Federal *general* standards are "for general use by most agencies in connection with an extensive number and variety of related or unrelated data systems and programs."

3. For the purpose of this Directive, *intelligence* falls into the federal program standards area. Intelligence standards fall within and are restricted by the foregoing definitions.

¹Defined in the Bureau of Budget Circular No. A-86, 30 September 1967. Subject: "Standardization of Data Elements and Codes in Data Systems."

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Policy.

4. The policy established hereby is to promote the use of standards in the exchange of intelligence and intelligence information to achieve an optimum level of compatibility among information handling systems in the USIB community.

Responsibilities

5. On behalf of the United States Intelligence Board, the Intelligence Information Handling Committee (IHC)² will be responsible for a program which will develop standards to be used in the intelligence community and promote their use. The Committee will:

a. Select, coordinate, and recommend for USIB approval community-wide standards for data elements, data codes, and related features.

b. Develop program standards where advantages are demonstrated or a need for ^a standard ^{is} stated by a member organization.

c. Wherever practical adopt as program standards those general standards promulgated as Federal Information Processing Standards (FIPS).

d. Promulgate approved standards and maintain a register of all intelligence standards, forwarding appropriate program standards to the Bureau of Standards under the guidance of FIPS 19.

e. Determine and publish implementation schedules for approved standards.

f. Serve as liaison with non-community organizations on matters pertaining to data element and code standards.

g. Note carefully data standardization programs in USIB member organizations in order to aid in preventing duplications of effort and conflicting directives.

Richard Helms
Director of Central Intelligence